



Microsoft Office 2003 Beginner to Expert – (60 days)

You will learn to:

Use and create templates to enable you to use Word & Excel more effectively.

Learners will also be able to change the formatting and insert objects in PowerPoint, Access and Outlook.

More advanced features like macros, pivot charts and reviewing a document will be discussed in the expert modules for the relevant applications.

Who will benefit:

Every person who uses a MS Office application and wants to benefit from its various functions to make tasks easier as well as mastering its advanced features.

This course package will give you an in depth overview and offers users a wide range of topics to improve your knowledge according to your particular need.

Course Length:

- Self-paced (40-54 hours)

This extensive course package is designed to provide a complete overview of the Microsoft Office 2003 Suite. This course takes you from being a beginner to an expert.

The different modules focus on Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access and Microsoft Outlook.

You will gain a solid foundation in these applications before moving on to more complicated functions, such as creating macros and publishing web documents.

Course details

Module 1: Microsoft Word 2003 Fundamentals

- Create a new document type from a template & modify a folder
- Options for saving different file types using the Save As dialog box
- Insert page numbers, date and time in a Word document
- Options for managing headers and footers

Module 2: Microsoft Word 2003 Proficient User

- Match document views with their features
- Options for arranging windows & inserting a table in Word
- Identify research options in Word
- Options in the Insert Hyperlink dialog box & on the Reviewing toolbar

Module 3: Microsoft Word 2003 Expert Part 1

- Modify the format of a table
- Manipulate a graphic & the data in a table
- Insert a chart and an object
- Customize default settings in Word.
- Customize toolbars and menus
- Format a paragraph
- Create a macro
- Complete a mail merge
- Review a document

Module 4: Microsoft Word 2003 Expert Part 2

- Create a form
- Secure a document
- Navigate in a document and use a master document
- Insert a reference
- Insert document indexes and tables.
- Publish a Web document
- Structure an Extensible Markup Language (XML) document

Module 5: Microsoft Excel 2003 Fundamentals

- Open a template-based workbook
- Identify options for saving a workbook in another file format
- Options in the Format Cells dialog box & to apply a style to a range of cells

Module 6: Microsoft Excel 2003 Proficient User

- Cut, copy, and paste cell contents
- Options in the Paste Special dialog box
- Insert and delete cells
- Match steps in the Chart Wizard with their descriptions
- Options in the Format Chart Area & the Diagram Gallery dialog box



Access instructions:

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Course details continued

Module 7: Microsoft Excel 2003 Expert Part 1

- Format a worksheet
- Manipulate a graphic
- Manage Excel templates
- Secure & share a workbook
- Import & export data to and from Excel
- Group, outline, and consolidate data from two or more worksheets in Excel

Module 8: Microsoft Excel 2003 Expert Part 2

- Manage a named range
- Manage a function in Excel
- Check data in Excel
- Use Evaluate Formula, cell Watch, and Data Validation
- Analyze project data in Excel

Module 9: Microsoft PowerPoint 2003 Fundamentals

- Options in the AutoFormat dialog box
- Options in the New Presentation task pane
- Match types of PowerPoint views with their functions
- Identify methods for adding text and AutoShape to slides
- Add WordArt to a slide
- Check a slide show for spelling mistakes
- Insert a synonym by using the Thesaurus
- Identify options in the Page Setup dialog box

Module 10: Microsoft PowerPoint 2003 Proficient User

- Apply a design template to the slides in a presentation
- Options for applying animation schemes & customizing animations
- Insert a chart & table onto a slide
- Options in the Insert Object dialog box for inserting objects
- Identify options in the Send To Microsoft Word dialog box
- Options for packaging a PowerPoint slide show for CD
- Options on the Reviewing toolbar for managing comments

Module 11: Microsoft Access 2003 Fundamentals

- Options in the New File task pane
- Identify functions of database object views
- Options in the Table Wizard
- Create an input mask for a table field
- Options in the Lookup Wizard
- Options in the Simple Query Wizard
- Elements in Select Query Design view

Module 12: Microsoft Access 2003 Proficient User

- Options in the Form Wizard
- AutoForms in the New Form dialog box
- Elements of a PivotChart
- Options in the Report & Page Wizard
- Set the sort order for a report
- Publish a table to Excel
- Options in the Import Spreadsheet Wizard
- Back up a database

Module 13: Microsoft Outlook 2003 Fundamentals

- Options for addressing an e-mail message in the Select Names dialog box
- Send an instant message from a contact
- Options for responding to messages & Ways to Organize pane
- Identify & sort message field options

Module 14: Microsoft Outlook 2003 Proficient User

- Options in the Contact Task window
- Options for responding to an assigned task
- Options in the Appointment window
- Options in the Calendar Options dialog box
- Scheduling a meeting

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